FEDERAL CITY PERFORMING ARTS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 22, 1993
New York Avenue Presbyterian Church

MINUTES

Directors: Present: Boykin, Dorr, Eberhardt, Fiorito, Madigan, Payich, Streit, Wheeler, Wolfe

Absent: Brayton (proxy assigned), Gerard (proxy assigned), Smith (no proxy assigned), Ziskind (no proxy assigned)

Staff: Holloway

Guests: Rosendall, Williams

The meeting began at 2:10 P.M.

REVIEW OF JULY 21, 1993 MINUTES

The minutes for July 21, 1993, were corrected as follows:

Various typographical errors were corrected.

Page 3, bottom of the page, Committee Assignments, the name of the Publicity committee was corrected to read Publications and the name of the Communications committee was corrected to read Community Relations.

Page 4, the second sentence in the paragraph on Board decisions while in executive session is deleted.

Page 5, the fifth paragraph from the bottom is corrected to reflect that Boykin, not Brayton, made the announcement about the return of support staff.

Page 5, fourth paragraph from the bottom, the phrase in the first sentence starting "and volunteered to..." to the period is deleted.

Page 5, second paragraph from the bottom, the following phrase is added to the first sentence: "one-time mailing of Hot Notes."

Page 5, last paragraph, the spelling of Carl Schwarz's name is corrected.

Page 6, fifth paragraph is corrected to reflect that <u>Our Show of Shows</u> will be at Lisner rather than UDC.

Page 6, the third and fifth paragraphs from the bottom is corrected to reflect that it is "Song for St. Cecilia" not "Song of St. Cecilia."

Page 7, bottom of the page, the following sentence is added at the end of the paragraph: "Acceptance of the invitation was approved by the Board."

Page 8, first full paragraph, last sentence, the phrase "day-long budget meeting" is replaced with "future meeting."

Motion to approve the minutes as amended: Payich. Second: Eberhardt. The motion unanimously passed.

FINANCIAL REPORT (Attached)

Dorr presented the Treasurer's report in McClelland's absence. Dorr touched upon the following points:

The financial statement covers one month of the current fiscal year for which FCPAA received income of $207.66. The expenses of $3,900 reflect FCPAA's fixed costs.

On page two shows $214 received for Pride tickets. The credit is for a returned credit card payment. The purchaser said that the tickers were never received.

Dorr announced that the week before last FCPAA moved its offices at Levine School to Suite 410, resulting in a savings of $1500 in annual rent. Levine's staff moved us. There is no change in the location of the music library and the keys stay the same.

When asked about the contents of the loft in FCPAA's old offices at Levine, Dorr responded that the contents were reviewed and useless items were disposed of.

Dorr also announced that Levine found a building on Upton Street just off Connecticut Avenue. Levine would like FCPAA to move with it.

Holloway expressed the need to have the monthly financial report show the current running amount that has been spent in a budget category. This will facilitate budgetary and financial planning. Otherwise, Holloway said that he would feel compelled to keep a separate ledger of expenses. Dorr said that he would bring this matter to McClelland's attention.

Streit directed that monthly departmental totals be prepared. He wants to have the total budgeted for the 12-month period. He stated that we will always have the running total.

Payich asked about the ratio, i.e. what to what. Streit responded, the whole. The minuses and pluses confuse. Wheeler noted that they are probably part of the accounting program to reflect debits and credits.

Dorr noted that two things were missing on the financial statement, the total budgeted for in each category and the year-to-date amounts spent.

Motion to accept the financial statement: Fiorito. Second: Boykin. The motion was unanimously approved.

PRESIDENT'S REPORT

Streit provided the final list of all committee chairs and directed all questions pertaining to a committee to the appropriate committee chair.

The Capital Club liaison has not yet been named. Streit noted that the Board does not name that position and that the Circle of Excellence chair has also not yet been named. The naming of that chair is also done outside of the Board.

Rosendall noted that there was no Cultural Alliance liaison and that FCPAA used to have one. He did not think that it was necessarily important to have one.

Streit discussed the GALA Leadership Conference in Minneapolis. He asked all attenders to review the workshops, etc. and to coordinate with him so that we can maximize our participation. The attenders are Brayton, Dorr, Dupler (subsequently unable to attend), Eberhardt, (Haber), Holloway, Korpon, Madigan, Rosendall, Streit, Wheeler.

Holloway asked that the attenders lobby for the election of Jill Strachan, Lesbian and Gay Chorus of Washington, D.C., and Len Cousineau, Vancouver Men's Chorus, to the GALA Board of Directors. (Cousineau subsequently decided not to run.)

COMPUTER HARDWARE REPORT (Attached)

Williams delivered the computer hardware report. He reviewed magazines, mailings, catalogues, and even checked out Price Club in making his recommendations.

1. INTELICON USA. Williams noted that this was the longest-lived of the local vendors. Thus, he reasoned that it would be more reliable. He also knows of two customers who are satisfied with this product. Its pluses include that it would be most useful for musical score editing. The need for a large amount of memory for this system was discussed. What is to be done on the computer will establish its minimum requirements for memory. Music score editing requires a large amount of memory.

2. Available at Price Club.

3. Compaq. According to Williams, it is one step down from IBM. Williams asked for suggestions regarding the printer. He noted that MacIntosh was not considered, but he is open to explore.

Payich asked where the requirements came from. Williams responded that it was based on good guesses because he had little to work with.

In the discussion on cost, Payich noted that educators get a break on Finale.

In addition to price considerations, software needs must be considered. Failure to do so can be a costly mistake. Streit believes that we can get what we need for under $6,000, including software and memory to accommodate our mailing list and music-related needs.

Williams noted and Streit emphasized that Williams had been directed to explore hardware.

Madigan noted that concerns of cost, memory, etc. could best be dealt with in a committee.

Streit asked for people to work with Williams on the hardware, software, and printer package.

The following volunteered to be on the computer committee: Payich, Rosendall, and Fiorito. Eberhardt expressed a desire to participate depending on how he would be involved.

Madigan noted that anyone who will use the computer should provide input to the committee.

Williams stated that, at the moment, his work commitments leave him only a small window of time to work on this project until late October. Williams' role will be to make technical recommendations to the committee. He gave his phone number, (301) 499-3696, and asked people to leave a message regarding their suggestions.

Eberhardt asked about access. The need for strictly regulating access to the computer for integrity reasons was also discussed.

Streit expressed thanks to Board members for their patience and efforts in the Mission Statement process. He proudly noted that, as stated by Milano, we outstripped other organizations in our accomplishments in such an amazingly short period of time. Streit then expressed a need for the Board not to lose sight of the concept of **TEAM**. He stated that we must work together. He acknowledged that conflict is ok so long as we realized that we share a common goal and mission.

Streit asked that when a Board member calls on a fellow Board member for help, etc., we work together and, if at all possible, make every effort to help.

Streit expressed the Board's debt of gratitude for all of Milano's work. Streit noted that a bill for Milano's services would have amounted to $3,000. Streit noted that we had agreed to reimburse Peck for his plane fare and suggested that we recognize Milano's contribution with some kind of gift. There will also be an official letter of thank you. If the Board has any great ideas regarding a gift, they are to contact Streit.

FUNDRAISING COMMITTEE REPORT (Attached)

Fiorito delivered the report and made the following four points:

1. There is an easily accessible donor base. 2. The committee has a goal of recruiting 25 percent of the members of GMCW and 100 percent of the Board to participate in fundraising activities. 3. The committee has a goal of increasing revenues to $30,000. 4. Recognition of all donors, not only with thank you notes, but with a listing in the program as well.

Fiorito announced that to prevent spreading efforts too thinly, fundraising activities will be grouped into fundraising profit centers. This will provide the opportunity to say that a specific activity won't work and permit that activity to be replaced with one that will work.

Fiorito mentioned that a survey would by distributed that was prepared by Darrell Netherton. The survey is designed to obtain the data base to seek corporate donations.

Fiorito reported that twelve letters were mailed to last year's top advertisers soliciting their participation in our concert sponsorship program. Eberhardt and Fiorito will do the telephone follow up.

The goal is to charge based on a sliding scale for each sponsorship, depending on where the sponsor wishes to place the ad in the program.

Payich asked what happens if we get three sponsors?

The sponsor's name will appear on all concert tickets, the program, and will be prominently displayed on the program cover.

The sponsor's name will also appear on all posters advertising a concert to the public. An added benefit to a sponsor is that the first to sign up will have the choice of which of our three concerts to sponsor.

A sponsor will have an ad on the back page of the concert program for all three concerts. The cost of an ad on the back page is $2,800; the cost of an ad on the back inside cover of the program is $2,200. Placement of the ad in the program depends on how much the sponsor wishes to spend.

Streit noted that a sponsor will be guaranteed prime advertising space in all programs during the concert season.

Boykin stated that 100 percent Board involvement is required for fundraising and that not all the Board is involved.

Streit emphasized that our responsibility as Board members is to raise funds.

Holloway encouraged Board members to read, Fundraising for Social Change? He stated that it is the primer for not-for-profit organizations and it takes the fear out of fundraising. He noted that its Lesbian author is the standing guru on the subject.

Rosendall noted that fundraising ties into public relations in a key way. Every Board member must be a public relations person. We are an appropriate charity and Rosendall made it clear that the public does not understand that GMCW is a public charity.

MEMBERSHIP REPORT (Attached)

Boykin announced that membership scheduled auditions began on August 28th. Fifteen new members were scheduled for auditions even before the ad in the Blade ran on Friday.

Boykin noted that arrangements will be made for the breakdown of risers, etc. after a concert. The responsibilities for this will be rotated among the sections.

Problems concerning the loss of music were discussed. The membership committee will contact a member who has missed three rehearsals and request the return of music. Efforts will also be made to request that members who plan on going on a leave of absence please return their music.

Holloway noted that we need controls on music even for the unpublished manuscripts, given the copying costs. We have not planned in our budget for the loss of music.

Boykin announced the preliminary results of the survey of the membership (attached). All sections pretty much answered the questions in the same way so there is a belief that there was a common addressing of issues. Ratings of 6 and 7 abounded. Boykin noted that there was concern about sectionals. The overall rating

there was a 5, which is moderate, but denotes a need for some improvement in this area.

Boykin noted that the survey expressed a preference for increasing outside social events rather than extending the break time during rehearsals. After a review of the sectional responses, the membership committee has concluded that it's easier to be a family in a smaller section.

Boykin announced that the second tenor sectional will be on October 23rd; the baritone sectional will be on November 20.

Boykin noted that he is looking for a return of past traditions.

Payich applauded the efforts of the Membership committee.

The question was asked whether membership viewed as one of its focuses the fostering of musical education. Holloway answered that it would be addressed.

The new member buddy potluck is on September 26 from 1:00 to 4:00 P.M. at Boykin's home. Boykin requested that as many Board and staff members as possible attend.

Wheeler noted that attendance at the potluck would be a way to foster the sense of family that was listed as one of GMCW's important values during the work on the mission statement.

Streit thanked the Membership committee for allowing the membership to sound off in the survey.

Boykin added that he had received five letters two to three pages in length from members as a result of the survey.

Holloway discussed the memorial service at MCC Church for Steve Endean. In light of the community outreach part of our mission, in light of Endean's request that GMCW sing, in light of Endean's national prominence as a Gay Rights figure, and to engage in bridge building with the MCC Church, Holloway encouraged GMCW's participation in the service.

The Chorus will sing selections from the "Testament of Freedom," a not overly demanding repertoire. Holloway felt that the participation of 30 Chorus members would be fine. It was noted that not all Chorus members know "Testament of Freedom." Call will be one hour before the service.

The telephone tree is in place to contact chorus members. Boykin stated that so far 14 Chorus members out of two sections have agreed to attend.

REPERTORY ADVISORY COMMITTEE REPORT

Buhrman reported on the December Holiday concert. He said the Lancaster piece will be part of the finale. It includes brass, is splashy, and will make for a fuzzy finish.

Our Show of Shows is taking shape. The rehearsal schedule for it will be outside the normal Sunday rehearsal schedule. Anyone who accepts a role will be on notice that he is making a time commitment that is in addition to Sunday night rehearsals.

We will have a major artist for our '94 December Holiday concert. We will also perform several commissioned choral pieces of approximately five minutes in duration.

We propose to have feminist artists such as a Lesbian comic as a Master of Ceremonies as an expression of our commitment to diversity.

In the daydream stage is planning for a European tour. Arie Venema and Barrett Brick are providing help in this area. The cost would be $2,000 per head, paid by the members. This has possibilities.

The music staff feels re-energized with its current projects and future projects.

Holloway expressed thanks to the Board for the musical education he received at the two workshops for which the Board authorized payment. Holloway said the workshops were productive and were sandwiched in with GALA work.

In one of the classes Holloway learned concepts of sound for Latin American, African, Asian, primitive or old/indigenous cultures. This provided for his continuing development musically.

Holloway is exploring the pros and cons of vocal reviews. He is exploring other structures to relieve the burdens imposed by a chorus the size of GMCW.

Holloway asked all committee heads to keep him informed of what is going on. He does not want to be surprised.

The music staff wants the section coordinators to increase their contact with what is going on musically in the rows. Holloway is exploring a program of using another feedback group of experienced musicians in each section. This group would spot areas where people need more assistance or tutoring and would recognize our experienced musicians who would function as roving problem solvers. This position, however, cannot be abused. Instead they would, for example, help people spot changes in the musical score and help to properly mark them.

Payich raised the concern that such a person would be viewed as a vocal policeman. Holloway replied that vocal police would be an abuse of the concept as he sees it. Rosendall suggested that such people would be facilitators. Holloway sees them as assets to the Chorus.

Dorr expressed thanks for the advance information about the audition on Our Show of Shows.

In response to Wheeler's concerns about copyright matters, Holloway offered assurances that all royalty needs were addressed and there is little or no problem in this area.

Wheeler also expressed concern about trademark problems with the Disney material and the Men of Texaco. Disney in particular is known for its aggressiveness in protecting its trademarks. The problems that have arisen in this area in the past were discussed. This is a matter that we still need to explore a little further. As Rosendall noted, it is a legal gray area.

The report from Cohen's marketing committee is attached.

Everyone was thanked for the reports they submitted.

For those who did not attend the Board Retreat, the members will provide as much information as possible on what went on.

Payich moved to adjourn. Second: Boykin. The motion carried unanimously.

Submitted by: Robert G. Wheeler
FCPAA Secretary
September 17, 1993